



**JACKIE LACEY**  
**LOS ANGELES COUNTY DISTRICT ATTORNEY**

HALL OF JUSTICE  
211 WEST TEMPLE STREET LOS ANGELES, CA 90012 (213) 974-3600

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

43 December 20, 2016

A handwritten signature in cursive script that reads "Lori Glasgow".

LORI GLASGOW  
EXECUTIVE OFFICER

December 20, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DISTRICT ATTORNEY'S OFFICE LEGAL MANAGEMENT RETREAT – APPROVAL OF  
INCIDENTAL  
EXPENSES ALL DISTRICTS (3-VOTES)**

**SUBJECT**

The Los Angeles County District Attorney's Office (LADA) is requesting approval of Incidental Expenses to fund a Legal Management Retreat which will be held in the Spring of 2017.

**IT IS RECOMMENDED THAT THE BOARD:**

Authorize the LADA to incur incidental expenses above the Department's delegated authority as outlined in Section 5.40.510 of the Los Angeles County Code.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Legal Management Retreat will allow the executive legal team to have an opportunity away from the office to work on promoting strategies and behaviors that allow the team to effectively and responsibly manage the LADA's office to achieve the department's mission and goals collaboratively, efficiently, and effectively. The LADA's goals and strategies will be explored to benefit the organization by identifying themes and desired outcomes. The strategic goal of the Legal Management Retreat is to strengthen internal communications and protocols.

**Implementation of Strategic Plan Goals**

The Legal Management Retreat will provide the District Attorney and the Legal Management team an opportunity to review identified goals, challenges, and opportunities that will assist them in furthering the LADA's mission of protecting our community through the fair and ethical pursuit of

justice and the safeguarding of crime victim's rights. The retreat will address management relationships, employee relations, communication, office initiatives, and the challenge and opportunities of generational divides. The retreat will also facilitate a discussion of current office initiatives as well as potential initiatives in the future for the legal management team. The recommended action is consistent with the County of Los Angeles Strategic Plan Goal 1, Operational Effectiveness.

### **FISCAL IMPACT/FINANCING**

The incidental expenses for this seminar are estimated to be approximately \$10,000. Incidental expenses include the provision of food services, accommodations and a meeting room provided by the identified venue for the LADA legal management team. Sufficient funding is included in the LADA's budget in this fiscal year.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Section 5.40.097 of the County Code permits departments to purchase food and beverages for official functions and meetings authorized by the department head up to \$500 per occasion with a maximum of \$5,000 per year. The County Fiscal Manual requires that any expenditure of more than \$500 per occasion must be approved in advance by the Chair of the Board of Supervisors. Expenditures exceeding the \$5,000 annual limit must be approved in advance by the Board as an agenda item.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

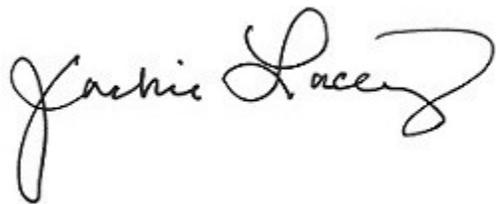
The Legal Management Retreat will strengthen operations in the LADA's office. The expectation for the District Attorney's Office is to review strategies towards meeting the Office's goals.

### **CONCLUSION**

Following Board approval, the Executive Officer-Clerk of the Board is requested to return two copies of the adopted Board letter, with a wet signature, to Ms. Melanie Rubio, Grants and Contract Section, District Attorney's Office, 211 West Temple Street, Suite 200, Los Angeles, California 90012. Any questions may be directed to Ms. Melanie Rubio at (213) 257-2803.

The Honorable Board of Supervisors  
12/20/2016  
Page 3

Respectfully submitted,

A handwritten signature in black ink, reading "Jackie Lacey". The signature is written in a cursive style with a large, looping initial "J".

JACKIE LACEY  
District Attorney

JL:pc